

Questions and Answers

This document contains MOHCD response to the questions submitted regarding MOHCD CDBG-HOPWA Capital Projects RFP from January 27 through February 10, 2023. The questions were collected during the webinar as well as those submitted via email. MOHCD may have modified or adjusted the questions for clarity.

Question Submitted	MOHCD Response
1 Will this session be recorded for us to access later?	No, the webinar was not recorded.
2 If we do not serve HOPWA specifically, and are not associated with a specific HOPWA, are we eligible for capital support?	You would not be eligible for HOPWA funding; however, you might be eligible for CDBG funding. You would have to compare the population you serve to the funding criteria listed in the RFP.
3 How do we know if we are an eligible "City Supplier" we are a developer of the Small Sites program and a qualified non-profit for COPA	Please refer to p. 4 in the RFP under Supplier Status. Information on becoming a City Supplier can be obtained at https://sfcitypartner.sfgov.org/
4 if it is not architectural per se, would you also have professionals that could come out from MOHCD for us?	MOHCD contracts with A-N-D Architecture + Community Planning to make an initial assessment of your capital project. They can come out to make such an assessment. They can be contacted at ssuzuki@andnet.org
5 Does the scope of work from the architectural firm need to be part of the application? And if so, how do we set that up?	If the grant funds are to pay for architectural services, then, the scope of work for the planned architectural work needs to be part of the application. See the second bullet point under Additional Information on p. 7 of the RFP.
6 If applying for acquisition costs, is there a Acquisition Project Budget template available, or do we use the Capital Project Budget template which asks for construction costs?	Please use your own budget template for acquisition project budget.
7 The majority of our individuals served may be senior, one of the target groups, but our programs may provide service to families as well-- Does that mean that we can not demonstrate eligibility for funding on the "exclusive" rather than area benefit or % of low income?	If your project does not serve seniors exclusively then you cannot demonstrate eligibility for funding under the "exclusive" category. Refer to p. 12 of the RFP. You would use the % Determined Low Income category or the Area Benefit category for each program that will benefit from the funded improvement.
8 We wanted to reach out because I received the notification of the recent RFPs from MOHCD and saw that there's a new capital projects grant: CDBG-HOPWA Capital Projects #2022-02a. I was wondering if since already have an open grant through the CDBG-CARES Act Capital Project Grant if we could apply for it. More specifically, we're looking at applying to renovate our client bathrooms—a separate project from the CARES Act window project.	MOHCD will only fund one grant to a single agency for the same site at one time.
9 Can existing MOHCD capital project grantees with an active project, apply for the 2022-2023 RFP for CDBG capital projects funding for acquisition and/or construction funding request(s) for a new project that's not at the same location as the existing project?	Yes, an existing MOHCD capital project grantee with an active project can apply for the 2022-2023 RFP for CDBG capital project funding for acquisition and/or construction grant for a new project that's not at the same location as the existing project grant.

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10	Can project capitalized replacement reserves qualify for matching funds scoring points?	Capital replacement reserves can be used as a match, if those replacement reserve funds were already intended to be used for the specific space that is to be rehabilitated; or if the replacement reserves were going to be used for a space that houses programs that will now be in the new space. The reserves could not be used as a match if they were intended for a completely unrelated space (a new space with a new use, not previously in the old space). Operating reserves cannot be used as a matching fund for either acquisition or rehab UNLESS the applicant can show that the operating reserve exceeds the amount that is required by the applicant's internal best practices for maintaining and operating the existing building. The applicant would have to show how the use of the reserve funds would not jeopardize the already planned maintenance and operations of building the reserve funds would be taken from.
11	For the CDBG-HOPWA Capital Projects Request, we have a building that we lease, but part of our lease stipulates that we are responsible for all maintenance and repairs. We intend to apply for this round of funding to replace the roof on this building that has sustained flood damage and in need of other repairs. Does it matter that we lease the building? Do the building owners need to be a part of the RFP process?	Organizations that lease a building and that otherwise meet the grant requirements are eligible for grant funding. Refer to item # 1 under Required Supporting Documents on p. 15 of the RFP: 1. A deed or tax bill as evidence of ownership. We will need a deed of trust to secure the grant. If you lease, submit a copy of the lease agreement and a letter from the property owner agreeing to provide an amended lease. We will need you to amend your lease with MOHCD requirements to secure the grant. Also see grant tenure requirements on p. 3 of the RFP.
12	We will determine the scope of work to estimate costs (and probably refer to a CNA or architectural plans) but the architectural firm from MOHCD will follow up to provide a more detailed scope of work?	You can use your own architect or other professional consultant and refer to a C-N-A and your own architectural- plans to determine the scope of work and cost estimate. Or you can contact the A-N-D Architecture, the architectural firm under contract with MOCD to develop a preliminary scope and project cost. The principal architect from that firm can be contacted at ssuzuki@andnet.org
13	Last year, we were awarded a MOHCD capital projects grant and that project is advancing. We were interested in applying for this year MOHCD's capital projects grant. In reviewing the grant application, we saw a list of ineligible project types. Since the Foundation has several properties and multiple service programs, we wanted to confirm our eligibility before tackling the application.	Under this RFP, if the project is at a different location then it would be eligible for funding under the grant. If the project is on the same tax lot as a currently funded MOHCD grant then the project would not be eligible for funding per RFP guidelines on p. 7 of the RFP.
14	if we want to apply for these funds and use them at various service sites, would this require one application per site? Or can we apply once and explain the distribution of funds in the application?	Complete separate grant applications for separate project sites.
15	We would like to enter into a long-term lease with the property owner to convert her home to affordable housing. The remaining construction costs are at least \$500,000. Outside of this grant, we would also be raising funds through donations, grant writing, and investments. Would this qualify as a capital project in this grant? How long would we be required to lease the property for? What would happen to the property after our lease is complete? Would the homeowner have the ability to take out loans against the house while under lease or live on the property in one of the units?	No, the MOHCD CDBG-HOPWA grant does not fund affordable housing projects

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16	We are part of an HOA, and we're checking now to make sure we have full ownership over the roof. In the event it is a shared asset, will MOHCD support capital projects, such as the roof repair of a building owned by the grantee, where the HOA has control/ownership of the roof?	If Safe and Sound is the owner of the building and the other tenants in the building are non profit organizations then the project would be eligible for funding. The owner would be required to have a Deed of Trust recorded on the property per the requirements in the RFP.
17	We have a question about roofing work under this RFP, specifically under the Capital Project Requirements section, #2 (on page 5). Does the "All projects will be subject to review and approval by the Mayor's Office on Disability (MOD) (excluding HVAC and roofing work)" sentence imply that a project to repair a roof is exempt from MOD approval, or that it is an ineligible expense under this RFP?	Roof repair is an eligible expense under the RFP. It is not subject to MOD review.
18	On page 15 of the RFP under the section titled "Supporting Documents," questions 3 and 5 state that "if applicable" provide "site plans, floor plans or sketches of improvements" (question 3) and "a description of accessibility for the proposed space, and status of the Mayor's Office on Disability review," (question 5). Can you please provide information on when, and in what cases it would be "applicable" to provide these plans and information.	<p>If the work the applicant plans to undertake with the grant funds will change floor plans, interior or interior building configurations, change interior or exterior access routes or change the appearance of the of the interior of the exterior of the building then questions 3 and 5 would be applicable. And "site plans, floor plans or sketches of improvements" (question 3) and "a description of accessibility for the proposed space, and status of the Mayor's Office on Disability review," should be supplied.</p> <p>Not all capital improvements are readily visible such as, replacing electrical, plumbing and heating systems and the information requested in questions 3 and 5 would not have to be supplied. However, the applicant can still supply photographs of old equipment to help the funding application reviewers understand what would be improved or replaced with the grant funds.</p>
19	<p>We are looking at additional grants we are interested in applying for within the next week. Can you please confirm our eligibility?</p> <ul style="list-style-type: none"> We can "not have an open grant or award recommendation exceeding \$25,000 in total allocation for: commercial real estate, capital, core support or capacity/exploration exceeding \$25,000 from an entity referenced above, that is supported by City funds." Is the grant we have w/ you considered city funds, although it's technically HUD funding but ran through MOHCD? Is our grant considered open until the entire project is complete? And the project must now be complete by the new deadline of 10/12/23? 	Yes, the grant is considered to funded with City funds and yes, it is considered open until the entire project is completed.
20	We're floating just slightly over 15M threshold. Is there flexibility ?	This requirement is not applicable to the MOHCD CDBG-HOPWA RFP.
21	"Provide proof of good standing as a tax-exempt entity with the State of California. Visit the Secretary of State website. Search for your business and select the blue rectangle with the business name. Save a PDF of the screen at left that lists the address and standings with Secretary of State (SOS) and Franchise Tax Board (FTB)." We filed our documentation for CA charitable trusts RF a few weeks back since we were late. The website does not yet reflect that we are eligible and might not be updated to show that we are when we file. Can we still file?	Yes - you may submit a proposal and may be considered for an award. As part of proposal, please provide a proof that you have filed the necessary documents with your grant application. Please note you must be in good standing with the State of California before you are able to enter into contract.